PAG – CLOSING OUT THE SEMESTER Fall 2009

|  |  |
| --- | --- |
| **Process Steps** | **Details** |
| **Step 1: Follow packet**  **guidelines and deadlines** | ⮚Sure failures due Tues. 12/8  -include both QT. grades & comments to help  counselor determine placement  ⮚Failures due 12/17 from Wed. finals;  12/18 from Thurs. finals  ⮚Check dates/times of finals  ⮚Check deadline for close of Skyward & for grades  to be submitted. |
| **Step 2: Determine who must**  **take finals**  **Post list in your room to notify students on/before 12/15!**  **Take attendance each hour of final exams** | ⮚3 tardies to your class, 9 cumulative tardies, **more**  than 3 absences(**field trips/funerals do not**  **count**), 1 skip, F for either quarter, transfer  student after first 3 days of sem. , or absent on  MAD  ⮚Post list in room to notify students & revise as  Needed, especially as a result of Mandatory  Attendance Day – 12/15!  ⮚Your record is law. (Skyward absences may differ  from your own record.)  ⮚Email (deans’ office/counselor) attendance of  those required to take the final.  -include both quarter grades  ⮚Wed., 12/16 🡪EB 1, 2, 3 – Thurs. 12/17🡪 4, 5, 6  ⮚Students **must stay the entire time**, even if  finished early! If they leave early, the final grade  is an F. (See **no show details**)  ⮚Students only attend the finals necessary; other  times they should be in the cafeteria or off campus |
| **Step 3: Use nine-weeks-tests as framework for final exams** | ⮚Plan review activities.  -crossword puzzles, interactive games, group  review sessions, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Step 4: Figure grades**  **NO SHOW for FINALS?** | ⮚Check your skyward settings: 40/40/20  ⮚Only count final exam grades that help students  who opted to take the exam.  ⮚Double check both quarter grades for rounding  Purposes. **\*\*\*See additional handout\*\*\***  ⮚Mark comment #16 on grade posting.  ⮚Grade for exam 0%, grade for semester 1% |
| **Step 5: Double check grades &**  **print proof sheets** | ⮚Print 2copies: one to submit to the principal’s  office and one for your record.  ⮚Due Friday, 12/18 by 9 A.M. |
| **Step 6: Plan for next semester**  **Monday, 1/4 Full day of classes**  **Early Bird begins 1/5** | ⮚Submit copies to the office for upcoming lessons.  -classroom expectations/procedures  -syllabus  -icebreaker materials  -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |